

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*“Honoring California’s Veterans”*

## DIRECTOR OF DIETETICS

**Permanent Full Time**

**\$5067-\$6160 Monthly**

**Final File: Until Filled**

### Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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**Duties and Responsibilities: (Duties will be commensurate with the final candidate selection)**

Under the general direction of the Administrator:

- Plan, direct, organize, and coordinate all food service and dietary activities. Develop, maintain, review and revise policies and procedures that meet regulatory requirements regarding food services department, production, sanitation, security and safety. Prepare quarterly food estimates and meet deadlines set by Supply & Purchasing Office and Office of Procurement. Plan delivery schedules for food, order equipment and emergency food requirements. Review equipment needs and prepare equipment requests through the Veterans Home Equipment Committee. Prepare budget requests; review food cost accounting to ensure economical expenditures and proper controls. Evaluate new products; spot check receiving station and review supply inventories.
- Evaluate vendor performance and coordinate with Quality Control & Office of Procurement. Maintain and analyze food cost control records to determine improved methods for purchasing and utilizing food, supplies, and equipment. Plan cycle menus, review menu patterns and evaluate acceptance by members. Supervise key personnel; direct and assign responsibilities and coordinate activities. Direct the preparation and service of food, together with the enforcement of pertinent instruction regarding proper utilization, conservation of food and control of waste. Maintain food service staffing, interview, select, hire, and train employees.
- Prepare and review performance evaluation reports of employees; take or recommend appropriate action. Conduct staff meetings; attend monthly meetings of Administrator. Conduct management sanitation rounds; coordinate findings with Food Service Supervisor I for plan of action.
- Develop and attain Dietary & Food Service goals in accordance with the overall Veterans Home Management Objectives. Consult with Administrator, on matters relating to food service projects; advise of any potential problems involving service and personnel.

**How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 10900 Telephone Rd., Ventura, CA 93004, Attn: Maria Gonzalez– M80 #010V 09/10.** All State applications must be postmarked no later than the final filing date.

**Note: In Line #12** on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement. Failure to do so could result in being rejected from the interview process. Also, you must reference position #576-314-2146-001.

**Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Maria Gonzalez, Human Resources Office, at (805) 659-7504.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. 576-314-2146-001 RELEASED: 3.08.10